

## SCHOOL NUTRITION SUPERVISOR

**Grade 31**

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Exempt*

The purpose of this classification is to serve as assistant to the Director and to ensure the nutritional quality and palatability of food being served and that the meal pattern and daily operations of sites comply with State and Federal guidelines.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Develop cycle menus that meet USDA guidelines, are cost effective, and have customer appeal.
- Establish and monitor quality standards of foods being served.
- Enforce safety and sanitation standards in school kitchens; provide training and assistance to managers and staff as deemed appropriate.
- Participate in staff development and training through various methods such as formal presentations, demonstrations, and on-the-job coaching.
- Participate in on-site state and federal program reviews.
- Assist managers in program promotion and marketing.
- Maintain USDA records associated with duties assigned such as production records, product nutrition specifications, Smart Snack documentation, menu substitutions approvals and annual USDA accountability review documents.
- Assist school nurses and managers for the purpose of accommodating students with special dietary needs.
- Develop new standardized recipes and assist staff with implementation.
- Support farm to school initiatives through menu planning and staff training.
- Participate in new product testing and evaluating new food items.
- Assist with purchasing decisions and bid comparison.
- Performs other related duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of food preparation and nutrition; knowledge of school policies and procedures; excellent oral and written communication and human relations skills is a must.

### **EDUCATION AND EXPERIENCE:**

A minimum of an Associates Degree with course work emphasis in food and nutrition or food service management; supplemented by three (3) years previous experience and/or training that includes food service management, child nutrition, and quantity food preparation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must have current ServSafe or equivalent food safety certification. Must possess and maintain a valid Virginia driver's license.

### **PHYSICAL REQUIREMENTS:**

This is moderate work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; high level of intensive mental work required; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.